

# DDA SUBJECT FILE COPY

DDA 88-0251  
29 January 1988

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 29 January 1988

1. The Corporate Data Personnel System, developed by the Office of Information Technology, has reached initial operating capability. Personnel data available in this system will provide a foundation for future development of the Agency's Corporate Data Program.

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3. The Office of Security, at the request of the Department of State, will send a team to Moscow to inspect copiers which will be used for classified processing during Secretary Shultz's visit in February.

4. Twenty members of the Office of Medical Services (OMS) completed a two-day training program conducted by the Hazelden Foundation of Center City, Minnesota. This workshop is designed to sharpen professional skills in the assessment and diagnosis of alcohol and drug abuse.

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ALL PORTIONS SECRET

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S E C R E T

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6. The Office of Personnel (OP) sponsored the first Career Transition Workshop, which included resume writing, interviewing, and job search techniques to aid officers in the transition from Agency employment to a second career in private industry.

25X1 7. The week of 11 January OP processed a record number  of health insurance claims. This is part of the continuing effort to reduce the inventory of 1987 claims, the last ones to be processed manually.

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R. M. Huffstutler

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25X1 ORIG: DDA/MS [redacted] da:29 January 88 (weeklib)

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0 - DCI  
1 - DDCI  
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